

9 March 1950

MEMORANDUM TO: Mr. Childs
SUBJECT: NIS Reports

25X1A9A
1. I have just been discussing the problem of NIS reproduction with [] and [] and I agree fully with the approach that:

- a. We should drastically cut the total number of NIS reports being reproduced today on the basis that we will establish a quick method for their reproduction when they will be needed in volume, and
- b. We should recommend a changed concept of not applying a basic number for all reports across the board. The National Intelligence Survey Reports of some areas and some countries will always be much more in demand than those of other segments of the world.

2. As to cutting down the number now on the basis of adopting a system which will meet future demands, we run into the current problem of what to do with changes, amendments, and supplements. I recommend that we give serious consideration to following a new approach as to the methodology of supplementing the basic NIS volumes. Up until now we have always talked about physically eliminating certain pages and supplanting them by new pages. I believe that we should give sympathetic consideration to following the tried and tested method of commercial concerns. The material in the various encyclopedic publications issued by commercial houses is constantly being amended and supplemented. Their system, however, is to issue periodically, usually on an annual basis, a yearly supplement making all the necessary changes and additions to the information in the basic volumes. By this method, there is no laborious process of deletion and insertion of pages and furthermore, the necessary information can be found in the basic volume and checked through the supplement or supplements in a matter of a few minutes.

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